

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: July 25, 2016
CC: All Departments



Town Administrator: This past week's activities included a meeting with Chief Wetherbee and the plant manager at CG Roxanne to discuss the recent increase in truck traffic on Route 171 coming in from Tuftonboro. We also briefly discussed the runaway truck ramp once proposed for Ossipee Park Road. The new DPW Search Director Committee continued interviewing candidates for the position and determined a short list of candidates for the Select Board to consider. On Thursday I assisted the CIPC with finalizing their capital plan for detail for their 2017 report to the Select Board, worked with the Select Board on their 2017 Board goals setting and attended the Board's July work session. On Friday Facility Leader Mike Kepple and I toured the Lions Club property to determine what immediate capital improvements will be needed to maintain and upgrade the building in the short and long term. Mike will be obtaining estimates for the work for a report to the Select Board. Request for Bids for the 2016 Road Improvement Projects were approved for advertising last week. Bids are due on August 17th by 2 p.m. This week's activities includes finalizing the bid offering for phase I of the Public Safety Building parking lot reconstruction with the Town Engineer and DPW, a Milfoil Committee meeting on Tuesday. This week I will attend a Transportation Alternative Program workshop in Lincoln Thursday morning, the regular Select Board meeting at 7 p.m. and a regional managers' meeting on Friday afternoon. Work will continue this week on the revisions to the personnel handbook and the cable television franchise agreement. I will be out of the office all day on Wednesday this week. Have a great week everyone!

Finance: Nothing to report this week.

Assessor: Vision's Project Manager has completed the preliminary analysis for 2016. Overall, preliminary values are up about 4%. Of that increase, about 3% is due to overall market increases and 1% is due to increases from new construction. About 18% of properties decreased in value; 22% remained the same and the rest increased. About 30% of the properties saw increases less than 5% and 22% increased between 5% and 10%. While we are seeing increases in property values, they are much less than those found in Southern NH. Informal hearings will be held the first two weeks of August. Property owners should be receiving a letter listing the 2015 old assessed value and the preliminary 2016 new assessed value. The letter also includes information on how to schedule an informal hearing with Vision.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The crew participated in the Moultonborough Recreation "Touch a Truck." They completed the ditching on Ferry Rd and removed stumps. The crew swept culvert crossings on High Haith and Marvin Roads. The stump grinding contractor was in and loaded out 1-tractor trailer load of woodchips. The crew worked on the clutch for the bush hog, and

greased truck #7, worked on universals for truck #8, rotated tires on truck #15 (truck #15 to garage for fuel problem), serviced truck #5 and the backhoe, truck #7's rear axle bolts sheared off, and repaired the forks for WMF. The crew cut and trimmed brush and trees on Red Hill Road and the Pathway. The crew did cemetery maintenance and marked headstones for the monument company and also general maintenance at the Highway Garage. The crew did some ditching with the excavator on Red Hill and Sawmill Roads, Raked Long Island Beach and picked up 2-pallets of bottled water. Agent Kinmond and Foreman Wakefield participated in the DPW Director interview on Tuesday. Agent Kinmond and the TA worked to finalize and get the request for bids posted for the road projects, and worked towards finalization of the PSB parking lot reconstruction. Agent Kinmond discussed with Foreman Wakefield the Phase 1 section of the Pathway in need of sweeping and possible crack sealing.

Facility & Grounds Division: The grounds crew mowed and trimmed the common areas, Playground and cemeteries. The crew handled a dock repair at Lee's Mill landing, trash pickup at Long Island Beach and States Landing Beach. F&G staff continue to assist the WMF with additional staffing to handle the increased traffic volume at the facility. The crew also serviced and repaired mowers.

WMF Division: This week we shipped out 2 Demo containers, 2 single stream recycle and 1 50yd container of scrap metal. Supervisor Filpula attended a 3 day class at Primex for supervisors.

Moultonborough Police Department: The Moultonborough Police Department recorded 342 log entries, which included the following calls for service, 34 motor vehicle stops, 15 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 5 complaints, 3 MV Accidents, 9 MV Complaints, 8 residential alarms, 2 commercial alarms and 4 K-9 complaints.

Training: July 21st, Det. P. John attended Drug Overdose Training.

Moultonborough Fire Department: Year to date there has been 472 calls for emergency service. For the period of 07/15/16 to 7/21/16, there were 30 calls for service: (1) Structure fire-travel trailer; (1) Outside gas, combustible vapor explosion with injury; (10) EMS incidents; (2) Motor vehicle accidents with injuries; (1) Motor vehicle accident without injuries; (1) Watercraft rescue; (1) Medical service call-ring removal; (1) Assist the Police Dept.; (4) Assist the physically disabled; (2) Dispatched & cancelled en route; (2) No incident found on arrival; (3) Alarm system malfunction or unintentional transmission of alarm; (1) Carbon monoxide alarm. Moultonborough received automatic aid for two incidents from Tuftonboro. The department provided automatic aid to Sandwich for one incident. There was two instances of overlapping incidents (two incidents ongoing simultaneously)

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene) 12:57 min/sec

Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene) 10:54 min/sec

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene) 13:58 min/sec

Overall Average Night/Weekend Manpower per incident: 5 Firefighters/Incident

Office of Development Services Planning: The following is a brief summary of work during the week of July 18th.

Planning & Zoning – Maintain contact with the Chairs of the MPB and ZBA.

Village Center – Drafting a revision to the proposed Village Center Overlay District (VCOD) in preparation for a MPB work session on August 10th. I will prepare a 2nd alternative. I am seeking individual input from PB members. I recommend that the MPB not proceed with the Village Plan Alternative as it is too restrictive and cumbersome with which to work. Five towns have taken this approach, with no developments to show for it. This recommendation is based on my knowledge and input from Atty. Ben Frost with the NH HFA. Regarding the 2017 zoning amendments, the MPB should focus on: VCOD and ADU. I am organizing a village/sidewalk/traffic calming informational meeting with Ray Korber, the TA, Scott and Mike and myself on Wednesday, August 24th. This is a prelude to a future meeting w/NH DOT.

Land Use Regulations – I am working on two proposed zoning amendments and will review the Town's ZO, Subdivision and Site Plan Review Regs.

Master Plan update – I met with the MPB Chair and maintain contact with LRPC re: how I can assist in the update effort. My role will be a facilitator and a reviewer of draft documents when requested.

Administration – I continue to keep the TA informed on current work activities and review of the Town's website.

Conservation Commission – At the request of the Chair of the Con Com, I will review the draft Natural Resources Inventory. I assisted in securing information for the Town's LCHIP application.

Human Services: Nothing to report this week.

Recreation Department: Summer activities, programs and events continue to go strong.

Unbelievably we are in the last weeks of our Happy Camper and RECKing Crew programs, as they will be wrapping up the first week in August. However, we still have many more programs that will begin or continue. The Penny Carnival and Foam Day are both on the agenda for this week at these two camps. We are in the second session of tennis and swimming lessons. The Water Carnival and Cardboard Boat Regatta were a success this past weekend with over 25 participants in the carnival and 3 hearty entries in the regatta. The Cabbage Island Clambake Trip to Boothbay Harbor is this coming Friday and that trip is sold out. There is a waiting list of several people still hoping that they can get on the trip. Last week's concert with David Young and the Moultonborough Songwriter's Club had well over 50 people in attendance. This week's concert is Tim and Dave at the Lion's Club Gazebo. Edith's Tourney, held in memory of Edith Hazeltine, will be held on Saturday August 6th.

Important Dates to Remember

Board of Selectmen's Non-Public Meeting, July 28, 2016, 6:15 PM

Board of Selectmen's Meeting, July 28, 2016, 7 PM

Board of Selectmen's Meeting, August 4, 2016, 7 PM

Board of Selectmen's Meeting, August 11, 2016, 7 PM

Board of Selectmen's Meeting, August 18, 2016, 7 PM

Board of Selectmen's Work Session, August 25, 2016, 4 PM

Staff Meeting, Tuesday – August 2, 2016, 9 AM